

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a highly responsible supervisory and administrative police line position, the major duties of which consist of the supervision of lower ranking police officers, including patrol officers, detectives, and juvenile officers, as well as all jail personnel. The police captain has responsibility for recommending disciplinary actions, analyzing police problems, and formulating solutions for these, as well as for participating personally in the work of the detective division. Employees of this class work independently in assigned areas with general instructions for special projects from a higher ranking officer. This class ranks directly below that of Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operations of one or more departmental operations, including all employees, equipment, and activities in that area. Deploys available man-power in a manner that most effectively provides the required services while minimizing expense. Reviews incoming communications, handling matters, making assignments to staff, or writing comments and notes as necessary to route work to the appropriate person or location. Assists in managing and supervising law enforcement activities performed by subordinate personnel, including overseeing patrol operations, traffic control and traffic accident investigation, criminal investigations, special tactical operations, jail operations, and handling of juveniles.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with the public and other agencies. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Conducts tours of department facilities for school or civic groups.

Supervises subordinate personnel. Reviews work to be done and delegates assignments. Outlines responsibilities and duties; sets task priorities and long term goals; and provides subordinates with necessary resources to accomplish their jobs. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or

discussing work problems. Provides on-the-job training for department members, including providing assistance in technical areas of work. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Inspects the appearance of subordinate personnel. Approves leave. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline by conducting corrective interviews and recommending disciplinary action.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Lieutenant immediately preceding the closing date for application to the board.